

Section 15.3 PARAMS MENU**System Tables****Agency Pay Type**

Purpose	This section provides the procedures for a user to define whether a Pay Type is an Earnings or Deduction for distribution purposes.
Window Name	Agency Pay Type
Reminders	<ol style="list-style-type: none">1. The Agency Pay Type window is accessed through the <u>P</u>arams, <u>S</u>ystem Tables, <u>B</u> - Agency Pay Type items on the menu bar.2. The Agency Pay Type window is used to define whether each Pay Type is an Earnings or Deduction. If an Agency Pay Type is defined as Earnings, then labor costs associated with that Agency Pay Type will be distributed against the coding block entered on the timesheet. If an Agency Pay Type is defined as a Benefit, then the labor costs associated with that Agency Pay Type will be distributed against the entry for that Agency Pay Type in the Distribution Matrix. If a Distribution Matrix is not set up, the Standard Distribution is used.3. The Agency Pay Type window contains a Selection Criteria window and a Selection List window. The minimum selection criteria is Department and Agency. A user has the option to select ALL Pay Types and Groups for ALL Class Types on a statewide or department basis. Click the Statewide box or the Select button after selecting the department and agency. A user may also select specific Pay Types and Groups for a specific Class Type from the dropdown lists or click on the New button to define a Pay Type. Once the Select button has been clicked, the selection is displayed in the Selection List window, highlight the appropriate data and click on the Detail button to change or delete data. Only the Pay Type Group, Benefit/Earnings and Benefit Distribution Method may be changed. A user may add an Agency Pay Type from the Selection or Detail Data windows.
References	<i>No specific references</i>

Agency Pay Type

The following window is displayed when Params, System Tables, B - Agency Pay Type is selected from the Menu bar. The steps are described on the following page.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Agency Pay Type

Selection Criteria

Department: (1) 01 Agency: (2) 01 OR Statewide: (3) ☐

Pay Type Group: (4) Pay Type: (5) Class Type: (6)

Select (7) Detail (7)

Selection List (8)

01	01	SW	ANLV	Contractual	10/08/1994	12/31/2222
01	01	SW	ANLV	Per Diem	10/08/1994	12/31/2222
01	01	SW	ANLV	Unclassified	10/08/1994	12/31/2222
01	01	SW	ANLV	Classified	10/08/1994	12/31/2222
01	01	SW	REG1	Contractual	10/08/1994	12/31/2222
01	01	SW	REG1	Per Diem	10/08/1994	12/31/2222
01	01	SW	REG1	Unclassified	10/08/1994	12/31/2222
01	01	SW	REG1	Classified	10/08/1994	12/31/2222

<=> New Delete Save Close

Ready

DCDS Input Procedures

Agency Pay Type (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default. If selecting on a statewide basis, this field is not required. Note: When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
2	Agency*	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default. If selecting on a statewide basis, this field is not required.
3	Statewide	Click on the Statewide box to select on a statewide basis. If selecting ALL Pay Type Groups, Pay Types and Class Types, click the Select button.
4	Pay Type Group	Select the appropriate Pay Type Group (Salary/Wages-SW, Longevity/Insurance-LI, or Retirement-RT).
5	Pay Type	Select the appropriate Pay Type (ANLV, REG1, etc.).
6	Class Type	Select the appropriate Class Type (Classified, Unclassified, Contractual, or Per Diem).
7	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.
8	Selection List	Highlight the data to be updated and click the Detail button. The Detail Data window will then be displayed.

**indicates a required field that must be entered.*

Agency Pay Type (Selection List)

The following information is displayed:

Field Name	Description
Department Code	The department selected.
Agency Code	The agency selected.
Pay Type Group	The Pay Type Group selected.
Pay Type	The Pay Type selected.
Class Type	The Class Type selected.
Start Date	The date the selected data became effective.
End Date	The date the selected data will no longer be effective. The default is 12/31/2222.

DCDS Input Procedures

Agency Pay Type

Follow the steps below to add, update or delete agency pay type distribution definition.

Step	Field Name	Action
<i>Add New Agency Pay Type Distribution Definition</i>		
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data window to add a new distribution definition for an Agency Pay Type. The New button may be clicked from the Selection or Detail windows.
<i>Update Agency Pay Type Distribution Definition</i>		
	Detail Button	<p>Enter the required selection criteria and click the Select button. Highlight the data to be updated.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window to update data. The only items that may be changed are Pay Type Group, Benefit/Earnings and Benefit Distribution Method.</p>
<i>Delete Agency Pay Type Distribution Definition</i>		
	Delete Button	<p>Enter the required selection criteria and click the Select button. Highlight the Agency Pay Type to be deleted.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window allowing the user to delete the data.</p> <p>Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the Agency Pay Type displayed in the Detail Data window.</p>

DCDS Input Procedures

Agency Pay Type

The following window is displayed when the **Detail** button is clicked. The same window is displayed with blank fields when the **New** button is clicked. The steps are described on the following pages.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Agency Pay Type

Selection Criteria

Department: 01 Agency: 01 OR Statewide: ☐

Detail Data

Department: 01

Agency: 01

Pay Type: REG1

Class Type: PER DIEM

Pay Type Group: SW

Benefit / Earnings: ☐ Benefit ☒ Earnings

Benefit Distribution Method: ☐ Dollars ☒ Hours

Start Date: 10/08/1994

End Date: 12/31/2222

Modified User ID: HRMNDCCD Modified Date: 08/14/2000 13:28

12/31/2222
12/31/2222
12/31/2222
12/31/2222
12/31/2222
12/31/2222
12/31/2222
12/31/2222

<= > New Delete Save Close

DCDS Input Procedures

Agency Pay Type

Detail Data Window

Follow the steps below to update or add a new distribution definition.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number. This field is required for new definition.
2	Agency*	Select the appropriate agency number from the dropdown list or enter the agency number. This field is required for new definition.
3	Pay Type*	Select the appropriate Pay Type from the dropdown list or enter the pay type. This field is required for a new definition.
4	Class Type	Select the Class Type from one of the following, if applicable: <ul style="list-style-type: none"> ■ Classified ■ Unclassified ■ Contractual ■ Per Diem
5	Pay Type Group	Select the Pay Type Group from one of the following, if applicable: <ul style="list-style-type: none"> ■ Salary/Wages - SW ■ Longevity/Insurance - LI ■ Retirement - RT
6	Benefit/ Earnings	Click on the appropriate button to indicate whether the pay type is a Benefit or Earnings. The default is Earnings.
7	Benefit Distribution Method	Click on the appropriate button to indicate whether the benefit's distribution is Dollars or Hours. The default is Hours.

**indicates a required field that must be entered*

**Agency Pay Type
Detail Data Window**

Step	Field Name	Action
8	Start Date	Enter the date the definition is to be effective.
9	End Date	Enter the date the definition will no longer be in effect. The default is 12/31/2222.
10	Modified User ID/Modified Date	Displays the User ID of the last person who made modifications and the date modifications were made.
11	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save a new definition or changes.